

International Center – Westring 400 – 24118 Kiel – Germany – D KIEL01

ON THE ROAD IN EUROPE WITH ERASMUS+ TRAINEESHIP GUIDELINE FOR KIEL ERASMUS-STUDENTS 2018 / 19

Dear student,

We are glad that you are interested in an internship abroad within the framework of **ERASMUS+**. Maybe you already have a confirmation for an internship abroad. As you are probably curious about the general procedure we put together this guideline to answer the most important questions

Good luck and many new experiences on your internship abroad.

Your ERASMUS-Team

WHAT IS ERASMUS+ ?

Erasmus+ is a programme on education, youth and sport of the European Union. With a budget of 14.8 billion Euro more than 2 million students should profit from Erasmus+ until 2020.

The programme aims to improve especially social and employability skills of its participants. Included are students of all study levels including PhD to go abroad for a part time study and/or for an internship within the Erasmus area. It is possible to receive an Erasmus funding for your internship abroad after you finished your study programme.

You find more information about Erasmus+ on the website of the European Commission:
<http://ec.europa.eu/programmes/erasmus-plus>

Erasmus+ has these four branches:

- Study Abroad for students (SMS)
- Traineeship Abroad for students (SMT)
- Mobility of Teachers (STA)
- Mobility of Staff (STT)

TRAINEESHIP ABROAD (SMT) – WHO CAN PARTICIPATE?

- You are enrolled at Kiel University (CAU)
- Scholarship program is open to Bachelor, Master, and Doctoral degree students
- Open to all nationalities
- You can participate in the program from the beginning of your studies (1st semester)
- Profound knowledge of the working language as well as of the host country's official language is highly recommended

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WHICH COUNTRIES PARTICIPATE IN THE ERASMUS+ PROGRAM ?

- List of European countries that participate in: all 28 countries of the EU, Iceland, Liechtenstein, Macedonia, Norway, Turkey
- Swiss is not part of the program; you can apply for a PROMOS scholarship

WHAT'S IN FOR YOU?

Students can be granted benefits for up to 12 months. The monthly paid grants have been raised to increase financial incentives for a stay abroad.

Following terms apply:

- Students can split the 12-month scholarship into discrete periods and use the grants for different purposes (multiple funding), e.g.: a 5-month semester and a 7-month internship abroad in your bachelors, for your master degree you get another 12-month scholarship
- Students who have already gotten a scholarship and apply again for the scholarship during the same degree cycle have 12 months minus x months from the previous scholarship for the new scholarship left
- The stay (semester or internship) does not have to be during the academic year, but can be during summer break as well
- Support for your professional and language preparation for your stay abroad
- Credits gained abroad will be recognized by home institution

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- You do not have to pay for host institution's fees
- You can combine a semester and an internship if the internship is being made at the host institution. You have to start the internship immediately after your semester (seen as one ERASMUS+ stay abroad), e.g.: combination of a 5-month semester with a 1-month internship at the host institution
- The monthly paid grant depends on the country you choose to travel to; there are three groups:

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Grants paid in 2018/19 for ERASMUS+ interns (SMT):

- Group 1** (520,- €): Denmark, Finland, Great Britain, Ireland, Iceland, Liechtenstein, Luxembourg Norway, Sweden
- Group 2** (460,- €): Austria, Belgium, Cyprus, France, Greece, Italy, Malta, Netherland, Portugal, Spain,
- Group 3** (400,- €): Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Macedonia, Poland, Romania, Slovakia Slovenia, Turkey

- **There are special grants for the higher costs of students with special needs and students with children available (for more information contact the ERASMUS office)**
- If you receive payments from the BAföG office, the payments (up to 300,- €) will not be taken into account; you will get more information at the BAfög offices or at the Ministry for Education and Research:
<https://www.bafög.de/de/ausland---studium-schulische-ausbildung-praktika-441.php>
 Please apply for BAföG in time (half a year in advance if possible).

YOUR RIGHTS AND OBLIGATIONS

- You can find your rights and obligations you have as an ERASMUS+ student in the **ERASMUS Students Charta**. You can access the document online (<http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus>) or read the document at home (the Charta will be sent to you per mail „ERASMUS-Universitätscharta der CAU (ECHE).pdf“)
 By signing the ERASMUS Charta, Kiel University is itself committed to recognize the credits gained abroad (“[Anerkennungssatzung der CAU.pdf](http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus)”
<http://www.international.uni-kiel.de/de/studium-im-ausland/erasmus>)
- **Dunning processes:** In case that students do not fulfill their obligations in regard to hand in all necessary documents, the following dunning process will come into action (after a deadline of 6 weeks):

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1. First reminder to hand in missing document(s)
 2. Second reminder to hand in missing documents, a deadline will now be given
 3. First dunning: Deadline will be set and announcement of a future request to pay back received payments
 4. Second dunning: Request to pay back all received grants
- **Complaint management:** If you have problems or complaints, please see the ERASMUS team from the International Center or go to the ERASMUS director from your institute – we will treat your approach individually and confidentially

HOW DOES ERASMUS+ WORK AT KIEL UNIVERSITY?

The exchange of interns, opposite to the exchange of students, is not bound to bilateral agreements. The scholarship program is not limited to internships made with special institutions/companies, all internships will be funded regardless with what company/institution you make the internship with. But internships at EU institutions or internships regulated by institutions which administrate EU programs are excluded from the ERASMUS+ program. Internships made at diplomatic missions (embassy, consulate), Goethe Institutions or German schools abroad are subjects to the German Academic Exchange Service (Deutscher Akademischer Austauschdienst – DAAD) and are regulated and administered and funded by it. In case there is a bilateral agreement made with the chosen institution, the internship will be funded by the ERASMUS student exchange program. A funding by the ERASMUS internship is only possible in special cases.

All steps required before, during, and after your stay abroad are administered by our online software “Mobility”. After you register online, you will get automatically mailed notifications about the necessary documents you will need to upload and the next steps you need to undertake.
Most part of the collection of documents is digital. Please keep your account name and password safe and accessible since you will need them for the entire process and throughout your stay.

At which institutions can you make an internship?

Examples below for institutions that take in interns:

- Small, medium, or big public and private companies (including social-economy companies)
- Local, regional, or national public posts
- Socially engaged partners or other representatives of the labor market (i.e. Chambers of Industry and Commerce, Chamber of Crafts, professional associations, labor unions)
- Research centers

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- Foundations
- Schools/institutions/centers for education (pre-elementary education, elementary school, middle and high school, continuing education)
- Charities, associations, non-governmental organizations
- Career advising centers, general counselling centers

Please have a look at the list of already funded internships (OpenOLAT course “International Internships”).

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What are the requirements?

- (1) You are enrolled at Kiel University in a field of study that leads to a degree
- (2) The internship will last a minimum of 60 days (a month equals 30 days)
- (3) It has to be a full time internship (minimum of 30 working hours / week, 12 classes per week for teaching students)
- (4) The internship is relevant to your field of study (explained in detail in your motivation letter)
- (5) You have not used up your contingent of 12 months

Funding is granted for a maximum of 5 months per institution. Both voluntary and compulsory internships are eligible for funding.

What is a graduate internship?

The ERASMUS+ program enables you to receive grants, even if you start your internship after your graduation and thus you are not enrolled at Kiel University anymore. To be eligible for that funding, you have to apply for the scholarship before you step out of university. The amount of months you have left is taken from your last study cycle (e.g.: 5-month funding of a semester abroad leaves you with 7 months left for your graduate internship).

How is the application process organized?

You can apply online via **Mobility Online** as soon as you have an internship. You will then be asked to register. After your successful registration, you need to upload your curriculum vitae and your motivation letter. Please see the ERASMUS officer during office hours before you proceed with your online application. We need you to come in in person because you have to take a questionnaire to check whether you meet all criteria (criteria questionnaire). There are no deadlines for the application; **you can apply throughout the academic year**. However, we strongly recommend to apply a month in advance at latest.

https://www.service4mobility.com/europe/BewerbungServlet?identifier=KIEL01&kz_bew_per_s=S&kz_bew_art=OUT&aust_prog=SMT&sprache=de

Process – Which documents are to hand in?

You can access all documents on the platform 'Mobility Online' and upload them there as well after you fill them out.

The entire application process is digital and hence paperless and ecofriendly.

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| Before the mobility | Curriculum Vitae | e.g.: you can take 'europass' as a draft ¹ |
| | Motivation letter | Pay attention to form (address, addressee, date, subject) |
| | Criteria Questionnaire | International Center |
| | Acceptance by the company/institution | Informal verification of acceptance, time period does not need to be set yet |
| | Learning Agreement for Traineeship | Contract has to be signed by you and the host institution. If the internship is compulsory ² , the contract needs to be signed by a representative of your faculty as well |
| | Foreign insurances - health insurance - liability insurance - accident insurance | Return hospital transport has to be part of the health insurance. Note that this transport is not included in the statutory health insurance. Students of medicine have to take out a professional liability insurance |
| | OLS language test | The test is to be taken in the working language; the International Center signs you up for the test |
| | Grant Agreement & ERASMUS students Charta | Two weeks prior departure, you have to hand in the original funding agreement document |
| Arrival | Confirmation of Arrival | Confirmation about the beginning of the internship, host institution has to sign the confirmation letter. This has to be done during the first week |
| After the mobility | Traineeship Certificate | It is part of the learning agreement (after the mobility); the certificate has to be filled out by the institution. 5 weeks after finishing the internship |
| | OLS language test | |
| | EU Survey | The International Center signs you up |
| | Written report of gained experiences | |
| | Diploma Supplement (DS) / Transcript of Records (ToR) | The International Center will file a formal application to take in the internship into the DS. ToR will be sent to the relevant examination office. This will be done for voluntary as well as for compulsory internships. |

¹ <https://europass.cedefop.europa.eu/de/documents/curriculum-vitae>

² The internship is compulsory if the internship is demanded in your relevant conditions of study or if you can get the internship credited for another performance.

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Payment of the ERASMUS Scholarship

The first grant will be paid (80% of the funding sum), when all documents demanded before departure are handed in and the host institution has confirmed your attendance.

The second grant will be paid (20% of the funding) as soon as all documents are handed in.

Extension - Withdrawal - Cessation

In case of withdrawal or an early cessation, we ask you for a notification. In general, ERASMUS grants have to be paid back then.

If you plan to extend your stay, you need to file an informal application a month in advance before your departure (via email is sufficient).

An extension exceeding 5 months is invalid. We asked you kindly to write down the exact period of extension and to attach the confirmation written by the institution.

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Representatives of the International Center for internships abroad

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| <p>Susan Brode Room 2.15 Tel.: 0431/880-1843 Fax: 0431/880-1666 E-Mail: internships@uv.uni-kiel.de</p> | <p>Office hours: Mo + Tue: 13.00 – 15.00 (During non-lecture periods office hours on Mondays are cancelled) Thu: 9.00 – 12.00</p> |
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Representatively the ERASMUS office of the International Center:

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| <p>Antje Volland and Dr. Elisabeth Grunwald Room 2.03a / 2.04 ERASMUS university coordinator Tel.: 0431/880-3717 – 3022 Fax: 0431/880-7307 E-Mail: go-out@uv.uni-kiel.de</p> | <p>Office hours: Mo + Tue: 13.00 – 15.00 (During non-lecture periods office hours on Mondays are cancelled) Thu: 9.00 – 12.00</p> |
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